

Checklist for GovTrip Approving Officials

Trip Itinerary: (Authorization & Voucher)

- _____ Verify duration of travel period: Departure dates, arrival dates and TDY location(s).
- _____ Verify Correct Trip Type and Trip purpose was used.
- _____ Review the Airline Carrier used, fare, arrive and depart times. (Holidays, weekend, duty hours, or non-duty hours.)
- _____ Verify the correct Method of Reimbursements used for transportation, lodging, and rental car.

Non-Mileage Expense: (Authorization & Voucher)

- _____ Verify if each expense is valid, ensure dates and amounts are correct.
- _____ Verify correct Method of Reimbursement used for each expense.

Mileage Expense: (Authorization & Voucher)

- _____ Verify correct dates, number of miles and expense type (rate) and the correct Method of Reimbursement is used.

Travel Advance: (Authorization only) _____ Is an advance required? Is the requested amount excessive?

Pre-Audited Flags: (Authorization & Voucher) _____ Verify a valid justification statement is given for each flagged item.

Receipts: (Voucher)

- _____ Verify all required receipts/documents are attached includes receipts for lodging, rental car and any expense over \$75.
- _____ Lodging: Verify correct authorized lodging rate is being reimbursed. Ensure only acceptable charges are claimed.
- _____ Hotel Taxes: Verify all taxes are listed separately and totals are correct.
- _____ Rental car: Verify the traveler name, dates, and amount. (Note: Rental Insurance is not reimbursable)
- _____ Airfare Receipt/Itinerary: Verify the traveler name, dates and amount.

Per Diem Entitlements: (Authorization & Voucher)

- _____ Verify first and last day of travel are **75% MI&E** rate.
- _____ Verify if leave was taken in conjunction with Travel? Confirm that the Per Diem Entitlements were adjusted?

Accounting: (Authorization & Voucher)

- _____ Verify the correct budget year line of accounting was used.
- _____ If multiple lines of accounting required, verify the allocation among various lines of accounting is correct.